

OCCUPATIONAL SAFETY AND HEALTH REPORT

CENTRAL INTELLIGENCE AGENCY

CALENDAR YEAR 1979

I. EMPLOYEE INVOLVEMENT

A. A nonmanagement employee from each of the major Directorates serves on the CIA Safety Committee which is also comprised of the CIA Safety Officer, Health Officer, and management representatives of the major components. The Committee provides policy and procedural guidance to the Safety and Health Official on matters relating to the Agency's Safety and Health Program.

B. The Agency's Headquarters Safety and Health Regulation, which provides full information on its Safety and Health Program, was revised and published in July 1979. The regulation includes information concerning the reporting of unsafe or unhealthful working conditions, accidents and fires. The regulation also includes one section on the rights of employees as provided for in 29 CFR 1960. Among the rights listed are the right to report and request inspections of work places without fear of coercion, to assist in such inspections and the right to appeal to the Office of Federal Agency Safety and Health Programs, Department of Labor. Further, the Occupational Safety and Health notices provided by the Department of Labor, which advise employees of their rights and responsibilities under the Occupational Safety and Health Act, have been posted on the bulletin boards in buildings occupied by Agency personnel.

C. Thirty-six employee complaints regarding safety and health hazards were received and investigated by the Safety Group. Corrective actions were taken as the result of 32 of the complaints. Attachment 1 reflects this information; however, the cost of abating the conditions is not reported as it was borne by the applicable components. There were no complaints by employees of discrimination, reprisal, restraint, interference or coercion as the result of their having made the complaints or of their participation in the safety and health program.

D. Four safety professionals are members of the Potomac Chapter, Federal Safety and Health Council, and the monthly meetings are attended by at least one professional. At least

one safety professional attends the annual National Safety Congress, Federal Safety and Health Conference, and the Regional Conference of the Federal Safety and Health Council.

E. The Headquarters Safety and Health Regulation advises employees of the safety and health standards adopted by the Agency. The Regulation and standards are presented to the CIA Safety and Health Committee for review and comment prior to their adoption by the Agency. The nonmanagement committee members who are representatives of the employees are responsible for consulting with the respective employees. Further, the Regulation advises employees that a copy of the Occupational Safety and Health Act, the Agency's safety and health standards, and the Agency's annual report to the Department of Labor are in the CIA Main Library and the Office of the CIA Safety Officer for reference.

F. The Safety and Health inspection officer is accompanied during the inspection by the component safety officer and, in many instances, an employee who records the violations and recommended corrective actions. In many instances, if the hazards are not corrected immediately and are considered to present an imminent danger, the process is discontinued, equipment taken out of service, or the area marked accordingly. The responsible official is provided a list of the hazards and recommended corrective actions. Further, a 3-1/2 x 4-1/2 inch notice "SAFETY HAZARD" "Do Not Remove This Tag Until Hazard is Corrected" with space to describe the hazard and adhesive backing has been originated for posting at appropriate locations. Further, appropriate notices are placed in no smoking, radiation, and high noise areas as well as any other areas where personnel are required to wear personal protective equipment.

II. EXECUTIVE SUPPORT AND DUTIES

A. The Agency's Safety and Health Headquarters Regulation (Attachment 10) which was revised and published in 1979 establishes the Agency's Safety and Health Program; sets forth policy, authorities, and responsibilities regarding its execution; and lists rights employees enjoy under the program. Further, the Agency's Safety and Health Policy (Attachment 11) is also set forth in a notice published in 1979 over the signature of the Deputy Director of Central Intelligence.

B. There has been no change in the procedures for funding the Agency's Safety and Health Program since the report for CY 1978. The Agency does not have an identifiable

occupational safety and health item in its budget. The estimated budget of the CIA Safety Office is provided in Attachment 2. Attachment 2 also reflects that the costs for safety training, abatement of the hazards and personnel protective equipment are borne by the applicable components. For example, one component spent \$20,000 for analyses of air samples and materials taken during inspections by safety professionals.

C. The organizational structure of the Occupational Safety and Health Program within the Central Intelligence Agency is reflected in Attachment 9. The administration of the program is outlined in Attachment 3.

III. SAFETY AND HEALTH HEADQUARTERS AND FIELD STAFF FUNCTIONS

A. Full-time safety personnel by titles and grade levels located in the Agency's Headquarters area are listed in Attachment 4. The number of employees is classified.

B. Attachment 5 reflects that a field unit is defined as a facility or installation away from the Washington, D.C., area under the official control of Central Intelligence personnel. The names, addresses and average employment of these units are classified. There are no full-time safety personnel assigned in the field; however, there are 10 Office of Communications officers overseas who are trained as safety and health inspectors and a large percentage of their time is devoted to safety and health. Also, the Agency's Safety and Health

C. Attachment 6 reflects that the names and addresses of the full-time occupational safety and health personnel listed in Attachment 4 are classified.

D. The responsibilities and duties of Agency personnel involving the Agency's Safety and Health Program are outlined in the Agency's Headquarters Safety and Health Regulation, which was updated and published in July 1979.

IV. OPERATING MANAGEMENT AND
SUPERVISORY DUTIES

A. The Agency's Safety and Health Regulation outlines the safety and health responsibilities of the CIA Safety Official, the CIA Safety Committee, the Director of Security, the CIA Safety Officer, the Director of Medical Services, Operating Officials and Heads of Independent Offices and Supervisors as well as other employees.

B. The Occupational Safety and Health Notices, provided by the Department of Labor, are posted in Agency buildings [redacted] Copies of the OSHA, Executive Order 11807, and 29 CFR 1960 are on file in the library of the Headquarters building, the CIA Safety Office [redacted]

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C. Each component safety officer in the Headquarters area is briefed regarding the OSHA, Executive Order 11807, and 29 CFR 1960. Responsibilities of component safety officers in the field are outlined [redacted] These safety officers are also briefed at the time the installation is inspected.

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D. Policy and procedural changes affecting the Agency Occupational Safety and Health Program are brought directly to the CIA Safety Committee by the CIA Safety Officer and CIA Health Officer, who are members of the Committee.

E. Personnel regulations state that supervisors and others who assign work directly to individuals have an important responsibility for the safety and health conditions and practices within their areas and that rating officials will consider these factors when completing performance evaluations. Further, there is space on the annual Performance Appraisal Form for comments regarding safety evaluation.

F. Safety and Health regulations state that management personnel will ensure that action is taken without delay to correct unsafe or unhealthful working conditions or practices brought to their attention. The regulations also state that employees are responsible for notifying their supervisors of any unsafe or unhealthful working condition.

V. SAFETY AND HEALTH STANDARDS ADOPTION

The Agency has adopted the Occupational Safety and Health Standards promulgated by the Secretary of Labor, the National Fire Codes (including the Life Safety Code and

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VI. SAFETY AND HEALTH TRAINING ACTIVITIES

A. Attachment 7 reflects the types, extent of, and number of employees participating in the safety and health training. The total employees in the management and supervisor categories are not reflected in each course as records do not reflect this information. Safety professionals devoted 468 hours to the safety and health training of employees. They also received 651 hours of training, of which 195 hours was during nonworking hours.

B. A member of the Safety Group has completed all graduate course requirements, passed a comprehensive 15-hour examination and has been advanced to candidacy for a Ph. D. in Health and Safety at the University of Maryland. Work has been initiated on a Doctoral dissertation.

C. The Industrial Hygienist passed the CORE examination given by the American Board of Industrial Hygiene. This was the initial step toward completing all professional examination requirements to become fully accredited as a professional Industrial Hygienist by the American Industrial Hygiene Association and the American Conference of Governmental Industrial Hygienists.

D. The safety professionals continued as members of and attended meetings of various professional safety and health organizations. Four are members of the Federal Safety and Health Council, three are members of the American Society for Safety Engineers, two are members of the Association of Federal Safety Employees and one is a member of both the local and national chapters of the American Industrial Hygiene Association of which the Agency is a sustaining member.

E. Each employee assigned to a high-risk job, i.e., warehouse, laboratory, printing and photography, communications, etc., was given thorough training in operating procedures and use of equipment, chemicals, etc., as well as on-the-job training and attendance at special courses prior to assuming

responsibility for the job. In one instance, employees handling plastics were given special instructions by the Industrial Hygienist.

VII. INSPECTION AND HAZARD ABATEMENT PROCEDURES

A. The CIA Safety Officer, by regulation, is responsible for conducting inspections and tests to evaluate the effectiveness of the Agency's Safety and Health Program and bringing unsafe or unhealthful working conditions to the attention of the appropriate officials. An inspection of each facility on an annual basis as required by 29 CFR 1960.26 was not accomplished. Priority was given to comprehensive inspections of major facilities and those involving more hazardous activities. [REDACTED]

overseas, were conducted during 1979. In addition, 65 special safety and health inspections were conducted to determine noise and illumination levels, hazardous atmospheres, and as the result of accidents or complaints of employees. The comprehensive safety inspections resulted in 641 recommendations to correct hazards and to improve areas of operations. The majority of hazards involved electricity, storage of chemicals and flammables, machine guarding, use of personal protective equipment and security of cylinders. To date, 461 of the recommendations have been complied with or abatement plans have been submitted.

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B. The Agency's Safety and Health Regulations require that the official in charge of each major Headquarters component [REDACTED] designate a safety officer who is responsible for conducting safety inspections. The regulations require that safety and health hazards observed by the safety officers be brought to the attention of the appropriate official for immediate correction. The Office of Communications has designated safety and health inspectors as defined in 29 CFR 1960.2 and each of this component's overseas facilities is inspected annually by these officers. Security officers include fire prevention and life safety in their security inspections of Agency facilities worldwide. Four 5-day safety courses (three basic and one advanced) are conducted for these individuals. Component safety officers in the Headquarters area and at inspected field installations are given 1-hour briefings covering their safety responsibilities, OSHA, EO 11807 and 29 CFR 1960. Four to 8 hours of special safety instruction covering fire prevention and the Life Safety Codes are also provided to the security officers.

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C. The responsible official at each location is provided an informal list of the recommendations upon

completion of the inspection and prior to departure of the safety officer and is requested to take immediate corrective action. A formal report is submitted at a later date and the official is requested to advise the CIA Safety Officer that corrective action has been taken or submit an abatement plan. In many instances, the hazards are corrected before the inspector departs the facility.

D. Advance notice, as provided in 29 CFR 1960.28, is normally given for security reasons and to assure the presence of representatives of the official in charge. There are areas in the Headquarters area where advance notice is not necessary.

E. If unsafe or unhealthful conditions or equipment are observed which are considered to present an imminent danger, the operation is discontinued or the equipment taken out of service if the situation cannot be corrected immediately.

VIII. RECORDKEEPING AND REPORTING PROCEDURES

A. Agency Safety and Health Regulations require that component safety officers report each occupational injury/illness on a special internal accident form to the CIA Safety Officer. To ensure each such incident is reported, the CIA Safety Officer receives a copy of each CA-1 and CA-2 (Office of Workers' Compensation Claim) submitted by Agency employees. The Office of Personnel also provides the CIA Safety Officer with a monthly computer printout of each occupational injury/illness claim filed during the month.

B. The Agency's Safety and Health Regulations require that all occupational injuries/illnesses, fire and accidents resulting in damage to Agency property or equipment be investigated and a report forwarded within 6 days to the CIA Safety Officer. The regulations also require that any occupational accident that results in the death of an employee, hospitalization of 5 or more employees, or results in property damage of \$100,000 or more be reported within 1 working day to the CIA Safety Officer. No serious accidents were reported to the Occupational Safety and Health Administration, Department of Labor, during CY 1979.

C. Reports of occupational injuries and illnesses were carefully analyzed and recorded in 38 cause categories. As indicated on Attachment 8, there were 304 recordable injuries/illnesses in 1979 compared to 301 in 1978. The three major causes of recordable injuries/illnesses remained the same for 1979, i.e., slips and falls, handling material and equipment (including lifting), and health hazards.

Attachment 8 provides a summary of the occupational injuries/illnesses as reported to the Department of Labor for calendar years 1977, 1978 and 1979.

D. Copies of reports concerning injuries, illnesses and accidents which occur in the field are retained at the field units and available for reference by employees there. Due to the nature of the Agency's activities worldwide, all other records are retained in files of the CIA Safety Office at Headquarters where they are available for reference by employees. The Agency's Headquarters Safety and Health Regulation specifies that employees have the right of access to copies of the Agency's injury and illness statistics which are on file in the CIA Safety Office and library of the Headquarters building.

IX. PROMOTIONAL AND INTERAGENCY ACTIVITIES

The Agency continued its Promotional Activity Program in efforts to keep and increase employee interest and participation in the Agency's Safety and Health Program. The activities included distribution of Safety literature, sale of safety-related items, showing of films, participation in the National Safety Council's Safe Driver's Annual Program, participation in the Suggestion and Achievement Awards Program and through special emphasis programs.

1. A total of [] safety brochures, 44 different types, were distributed to Agency employees worldwide. In addition, each month different safety and health posters were placed on bulletin boards in buildings occupied by Agency employees []

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[] Six special posters relating to prevalent hazards were also originated and distributed.

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2. Off-the-job safety was promoted by the CIA Safety Officer and Agency Employee Activity Association through the sale of smoke detectors and fire extinguishers.

3. Twenty-six safety and health films were shown to [] employees.

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4. Safety and health notices concerning emergency evacuation from buildings, personal protective equipment, and smoking in Agency occupied buildings were published over the signature of the Agency's designated Safety and Health Official. Also, one major component issued a notice to its employees concerning their responsibilities under the Agency's Safety and Health Program. An Employee Bulletin was also published reminding employees of precautions to take regarding Christmas trees and decorations.

5. The Agency participated in the National Safety Council's Safe Driver's Award Program. Fifty-five employees received safe driving awards, one of which was a 25-year award and ten were 10-, 15- and 20-year awards.

6. Employees were encouraged to submit safety and health suggestions through the Suggestions and Achievement Awards Program. The suggestion forms were made available in holders installed on bulletin boards in buildings occupied by Agency personnel in Headquarters and 22 suggestions relating to safety and health were evaluated during 1979.

7. Special emphasis was placed on Poison Prevention Week, Bicycle Safety Week and Fire Prevention Week. Safety brochures regarding hazards involving poison, bicycle operation, and fire were distributed during those weeks and fire drills were conducted to emphasize safe evacuation procedures.



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X. INTRA-AGENCY EVALUATION PROCEDURES

An annual comprehensive statistical report covering occupational injuries, illnesses, fire and motor vehicle accidents incurred by CIA employees worldwide was prepared for the Deputy Director of Central Intelligence. The annual report submitted to the Secretary of Labor in compliance with section 19 of the Occupational Safety and Health Act was also prepared and forwarded to the Deputy Director for

his review and signature. The safety officer of each component in the Headquarters area was provided a quarterly list of the employees in the component who incurred occupational injuries and illnesses. Further, the annual summaries of occupational injuries and illnesses were posted for 30 days on bulletin boards in the buildings occupied by Agency employees in the Washington, D.C. areas.

ACHIEVEMENT OF PLANNED GOALS AND OBJECTIVES FOR CY 1979

The following accomplishments were the results of the special emphasis placed on the goals and objectives for CY 1979 as projected in the CY 1978 report:

A. A policy statement providing guidelines for the procurement, maintenance, and use of personal protective equipment was issued. Material safety data sheets are being obtained and special files maintained on chemicals purchased and on hand.

B. Medical surveillance of personnel exposed to toxic chemicals in one high hazard area has begun. An initial program involving a hearing conservation plan has been outlined for employees in high noise exposure areas.

C. A safety specialist, GS Series 018, was assigned to the Safety Group.

D. Special emphasis was placed on inspections by component safety officers in the Headquarters area and assistance was provided to those conducting their initial inspection.

E. A Motor Vehicle Safety Program was not formalized as planned due to other priorities within the CIA Safety Office. However, guidelines were obtained from the Department of Transportation and a proposed new program is being drafted.

F. A redesign of the Agency's internal accident reporting form has been drafted but not finalized for publication.

G. Other priorities for personnel in the Safety Group did not permit time for publishing a quarterly safety bulletin. However, as

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reflected in paragraph N, [] issues of the National Safety Council's quarterly Family Safety magazine are being obtained and forwarded to each Agency installation worldwide.

H. Each safety professional assigned to the Safety Group attended at least one safety and health course during the year. Four of the courses were conducted by the Training Institute of the Occupational Safety and Health Administration. Two safety professionals spent a total of 195 hours attending safety and health courses after normal work hours.

I. Safety Group personnel conducted the scheduled three 5-day basic safety courses, one 5-day advanced safety survey course and a 2-day safety indoctrination course. A course in Transportation of Hazardous Materials was not conducted as planned.

J. Four of the six trips scheduled for safety and health inspections of facilities overseas were accomplished. The other two will be scheduled in CY 1980.

K. One major component accomplished the following relative to its specific objectives:

1. Extension of the sprinkler system was begun late in 1979 and is scheduled for completion in 1980. Modifications were made to emergency exit doors to ensure a more rapid egress.

2. One fire drill was conducted.

3. In lieu of a safety committee, safety coordinators were selected from all components. These safety coordinators in turn work with the major component's safety officer to resolve any safety and health problems.

4. Personnel attended a security/safety lecture presented by a member of the Metropolitan Police Department. Safety literature was distributed to employees through holders on the bulletin boards.

5. Blood tests were arranged for 18 employees whose duties require them to come in contact with various chemicals. Twenty-seven employees were given eye examinations to ensure their work had not impaired their vision.



M. Representatives of the Safety Group continued to attend meetings of the Potomac Chapter, Federal Safety and Health Council and the American Society of Safety Engineers. The scheduled attendance of two safety professionals at the Regional Conference of the Federal Safety and Health Council was cancelled because of a reduction in the Safety budget.

N. The Promotional Activity Program was expanded as planned. A subscription for [] issues of the National Safety Council's quarterly Family Safety magazine is being received and the magazine is being distributed to Agency facilities worldwide.

O. The Office of Medical Services responded to the health related requisites of the Safety and Health Program with the following specific accomplishments:

1. The mandatory Physical Evaluation Program continued with more employees entering this program because of travel requirements. Increasing numbers of employees participated in the biennial Physical Evaluation Program and the Annual Executive Health Program continued.

2. As an adjunct to the Executive Health Program, Health Hazard Appraisal was added to further evaluate potential health morbidity and mortality. This computerized program delineates the statistical relationship between certain risk factors and potential disease entities. With the information provided, the patient can alter certain risk factors and, thereby, enhance his health status.

25X1 3. The Influenza Program continued on an annual basis. During September and October 1979, [] employees received influenza injections.

4. Increasing numbers of employees took advantage of the Consultative Services Program. This program provides the employee the opportunity to discuss any medical problem with a physician. In many cases the particular medical problem is resolved during these consultative sessions; when appropriate, however, the patient is referred to an external physician or back to his private physician.

25X1 5. Cardiopulmonary resuscitation instruction was accelerated. At least twice a month certified medical personnel provide instruction to the various components of the Agency. The program was also broadened to include overseas areas. A total of [] personnel received instruction in 1979.

6. Nonscheduled simulated emergencies were called to evaluate the pivotal response time and technique capabilities. These were highly successful runs and professionally reassuring.

7. The Medical Education Program on subjects of interest to the lay population was initiated and well received. This is expected to be an ongoing program.

ILLEGIB [] P. Management officials of a major component have made a total commitment to emphasize safety awareness :

and ensure that personnel within that component are provided with a working environment free of safety and health hazards. The following significant safety and health measures were initiated and implemented in addition to normal safety related activities:

1. Established a safety and health committee dedicated to the development and implementation of a uniform safety and health program to stimulate employee involvement and awareness.

2. Safety inspections conducted by component safety officers were augmented by periodic inspections conducted by management and supervisory personnel. Meetings by management and safety personnel were held to discuss specific safety problems and explore ways to resolve them.

3. Training in forklift operation, fire fighting and cardiopulmonary resuscitation was made available to the employees.

4. Replaced aluminum conductors with copper in one area to reduce the chance of a hot breakers fire.

5. Installed a chain hoist and drum lifter



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6. Other enhancements, at a cost of approximately \$144,000, to increase safety and health of its personnel included:

a. Distribution of safety and health posters and materials.

b. Installation of equipment warning signs in the Headquarters building.

c. Installation of a safety parabolic mirror in a major traffic aisle.

d. Upgraded the emergency shutdown of all fans and heating units at a major warehouse.

e. Procured eyewash kits, first aid kits, fire extinguishers and personal protective equipment as required.

f. Initiated a program to upgrade the Autocall alarm system in the Headquarters building.

g. Upgraded equipment in the Headquarters garage to meet OSHA standards.

h. Redesigned the Headquarters physical fitness room to provide a more functional arrangement.

SUBMISSION OF PROGRAM DOCUMENTATION

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The Agency's Safety and Health Regulation [] establishes its safety and health program in accordance with provisions of Section 19 of the Occupational Safety and Health Act, Executive Order 11807, and 29 Code of Federal Regulations, Part 1960. The regulation was revised and published in July 1979 (Attachment 10). The Safety and Health Policy for the Agency is set forth in a notice (Attachment 11) published 17 July 1979 over the signature of the Deputy Director of Central Intelligence. The Agency's policy on the procurement, maintenance, and use of personal protective equipment is outlined in a notice (Attachment 12) published 7 September 1979.

GOALS, OBJECTIVES AND PLANNED ACTIVITIES FOR CY 1980

The Central Intelligence Agency will continue to administer its Occupational Safety and Health Program in accordance with provisions of the Occupational Safety and Health Act and guidelines provided by the Occupational Safety and Health Administration, Department of Labor. Specific actions are planned as follows:

A. Conduct four 5-day basic safety and health courses and one 5-day advanced survey course for Agency personnel. Emphasis will be placed on attendance of component safety officers.

B. Each safety professional will be scheduled for at least one safety and health course.

C. Increased emphasis will be placed upon safety and health inspections. Four overseas [] [] inspection trips are scheduled for 1980.

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D. Present a basic radiological safety course to applicable employees at a field installation.

E. Initiate a program to collect data on microwave power densities around antennas.

F. Formalize a consolidated program between the Safety Group and Office of Medical Services concerning hearing conservation of employees.

G. A multimedia presentation is planned in lieu of the current 1-hour personal safety and health briefing of employees.

H. Present at least three 12-hour courses in safety procedures involving forklift operation.

I. The Office of Medical Services has planned the following health related activities:

1. Cardiopulmonary resuscitation and simulated emergencies will continue.

2. The Medical Education Program will continue as an active program to inform employees on significant and interesting medical subjects.

3. The Influenza Program will continue as an active service to employees.

4. The Health Appraisal Program will be gradually integrated into the entire physical examination program.

5. A Physical Fitness Program will be initiated in the near future. This will probably be a Parcourse-type program and will be under the supervision of the medical staff.

6. An Anti-smoking Program will be initiated this year and will be under the direct supervision of a staff physician.

J. Officials of a major component have scheduled the following projects at an estimated cost of \$1,243,000:

1. Installation of 2,400 feet of 12-inch pipe (for fire fighting) to complete the water

main grid around a major warehouse and the replacement of the main fire pump, fire engine connecting valves and controller, fire water reserve tank and diesel fuel tank.

2. Installation of fire curtains throughout a major warehouse.

3. Expansion of the sprinkler systems and increased fire protection in the Headquarters building.

4. Provide fire barriers in the Headquarters building (sealing off of wall and floor penetrations).

5. Correct short circuiting of electrical system in the Headquarters building.

6. Completion of the installation of an explosive gas detection system for the incinerator room in the Headquarters building.

K. Officials [] have established the objective "to raise the level of safety and health concern of all installation personnel." Specific plans to accomplish this objective are:

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1. Establish a Safety and Health Committee.

2. Appoint additional personnel as safety officers.

3. Introduce employees to provisions of the various OSHA regulations and procedures.

4. Distribute new procedures for the safe storage and handling of chemicals.

5. Provide personnel a greater opportunity for training.